

MS Word All Shortcut Key

Ctrl+A = Select all

Ctrl+B = Bold

Ctrl+C = Copy

Ctrl+D = Default Font

Ctrl+E = Center Alignment

Ctrl+F = Find

Ctrl+G = Go to

Ctrl+H = Replace

Ctrl+I = Italic

Ctrl+J = Justify Alignment

Ctrl+K = Insert Hyperlink

Ctrl+L = Left Alignment

Ctrl+M = Indent

Ctrl+N = New Document

Ctrl+O = Open Document

Ctrl+P = Print

Ctrl+Q = Remove Formatting

Ctrl+R = Right Alignment

Ctrl+S = Save

Ctrl+T = Create a Hanging Indent

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Kate Chase

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- Chapter 2: Essential Elements of Microsoft Office Short Keys Study Guide
- Chapter 3: Microsoft Office Short Keys Study Guide in Everyday Life
- Chapter 4: Microsoft Office Short Keys Study Guide in Specific Contexts
- Chapter 5: Conclusion

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